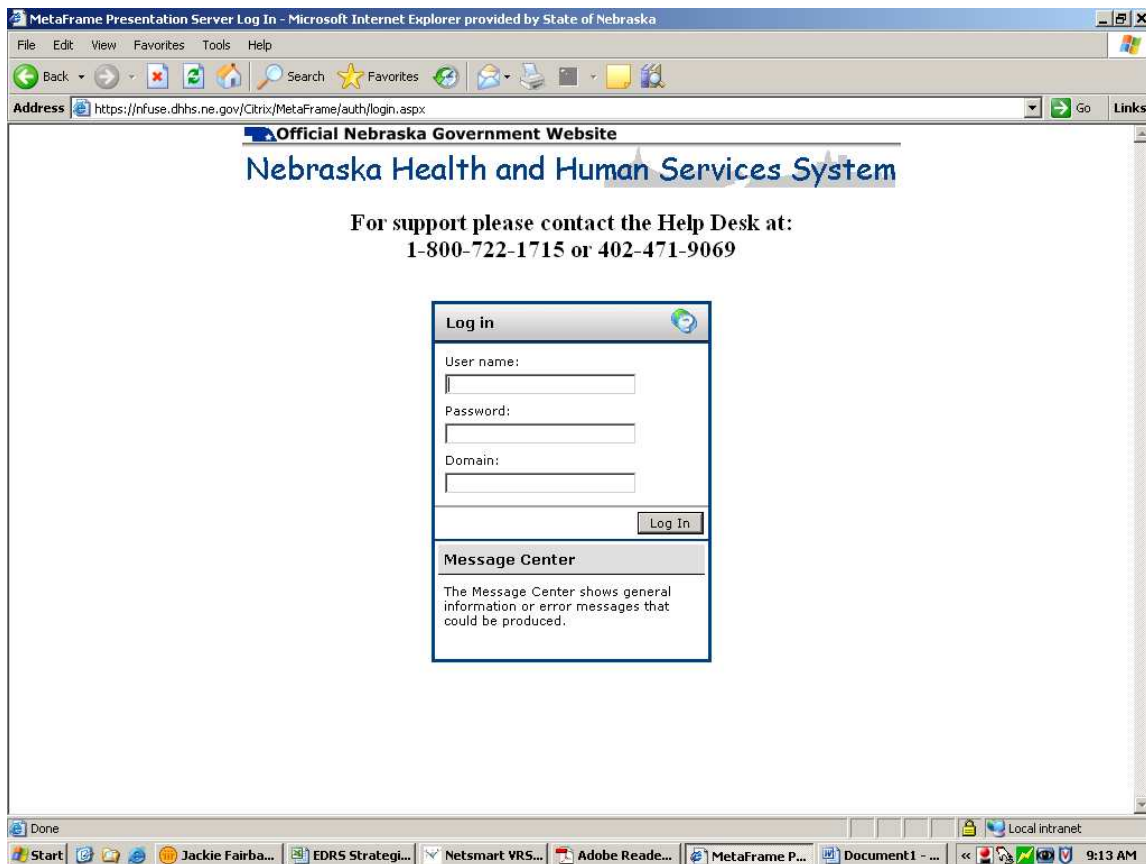


COUNTY ATTORNEYS MANUAL FOR FILING DEATH CERTIFICATES ELECTRONICALLY



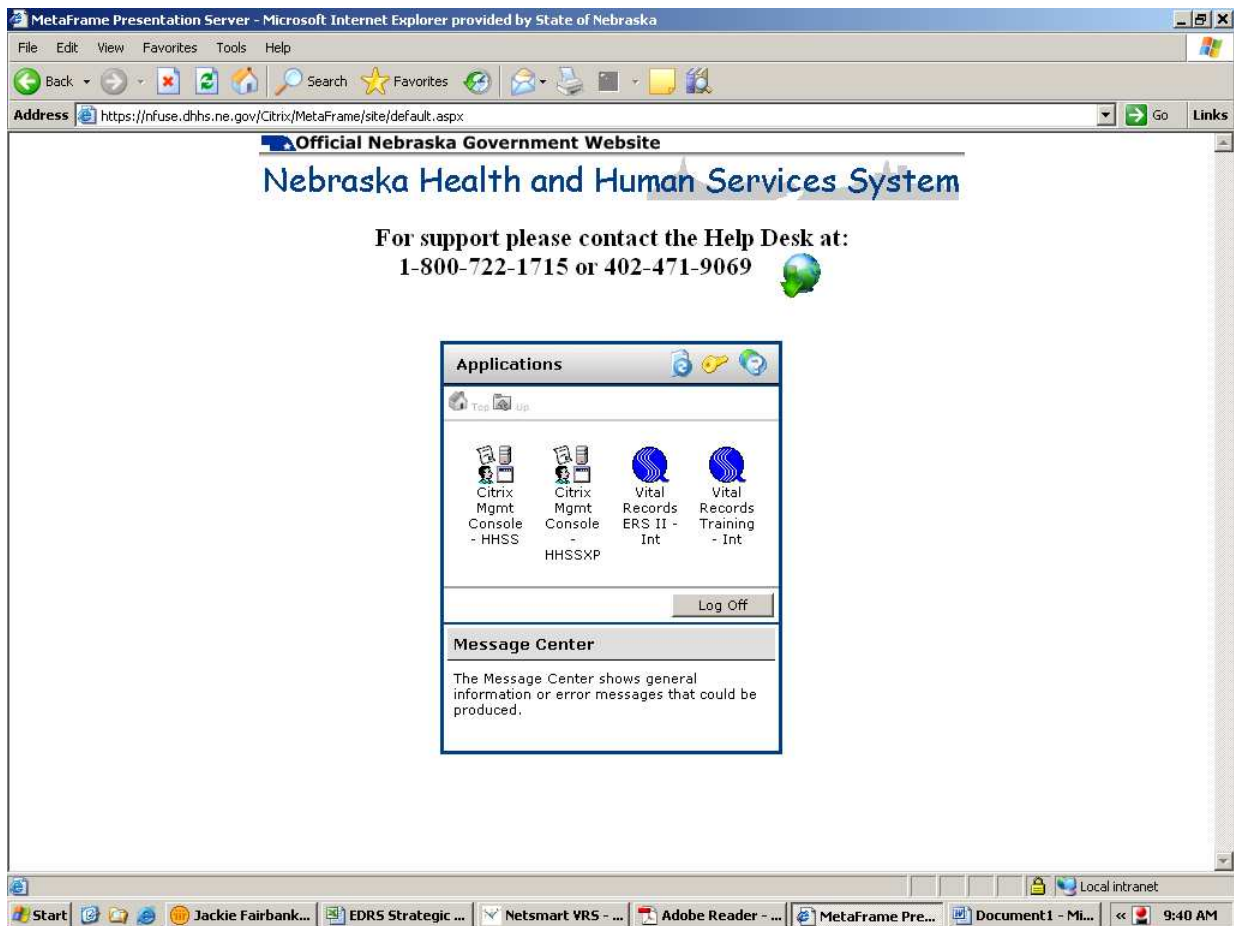
This is your log in screen. You will begin by entering your unique user name, password, and domain. Your user name will be assigned to you, your password is of your own choosing; however, it must be at least 8 characters and include at least three of the following criteria:

- Upper case letter
- Lower case letter
- Number
- Symbol

IT IS A SECURITY VIOLATION TO SHARE YOUR USER NAME AND PASSWORD!

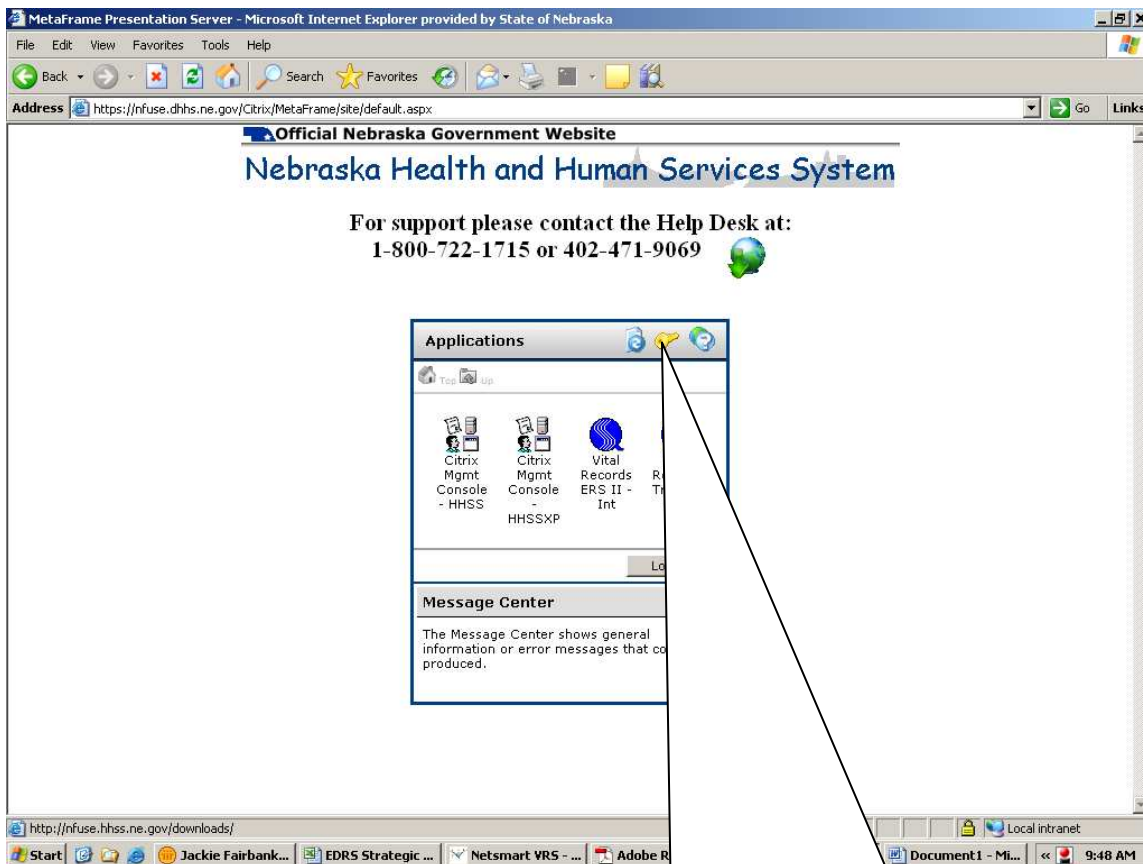
The domain is always bf200lnk. The system is not case sensitive with the exception of the password.

Please note the default password is HHss0000. (Those are zeros and not the letter o). This will be the first password you use and then you will change it to your own unique password.



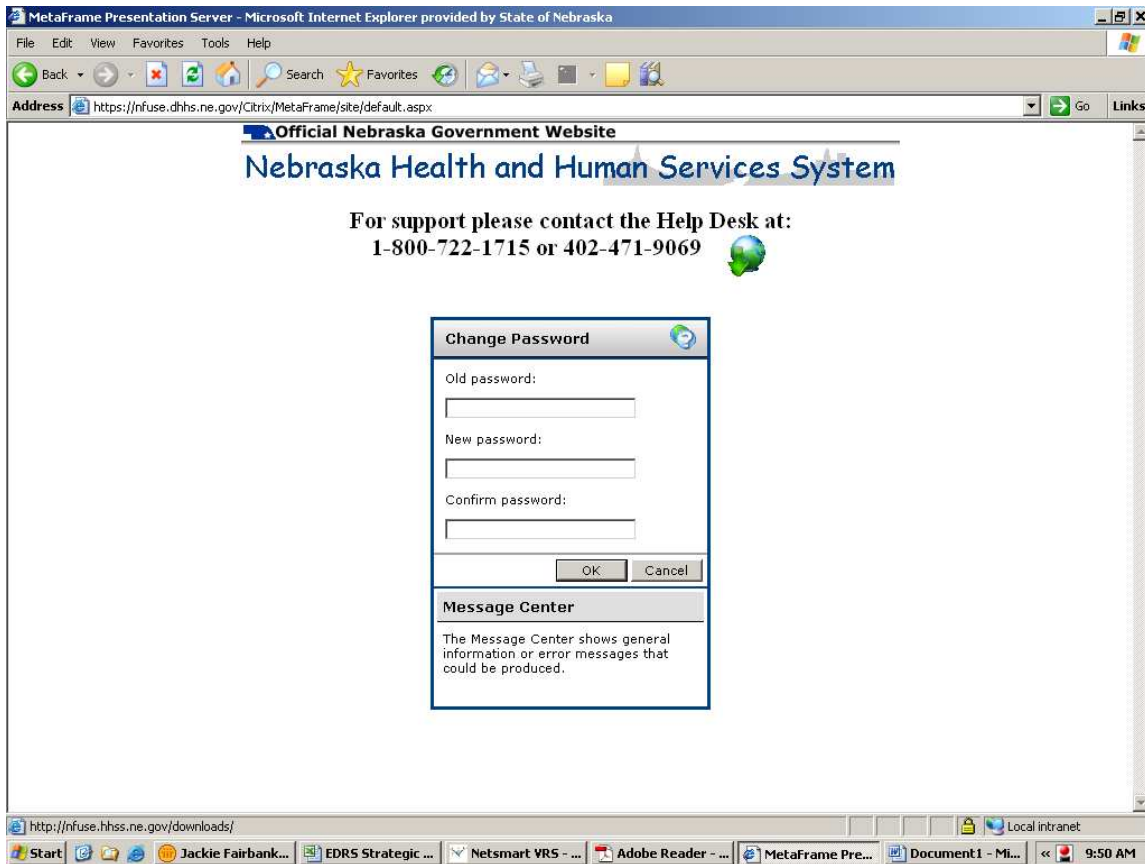
Your next screen will be similar to this. You will only have the 2 blue icons. Yours will be labeled Vital Records ERSII – Ext and Vital Records Training – Ext.

The other 2 icons give me ability to shadow what you are doing in the event you are having issues. I will never do that without your prior approval.

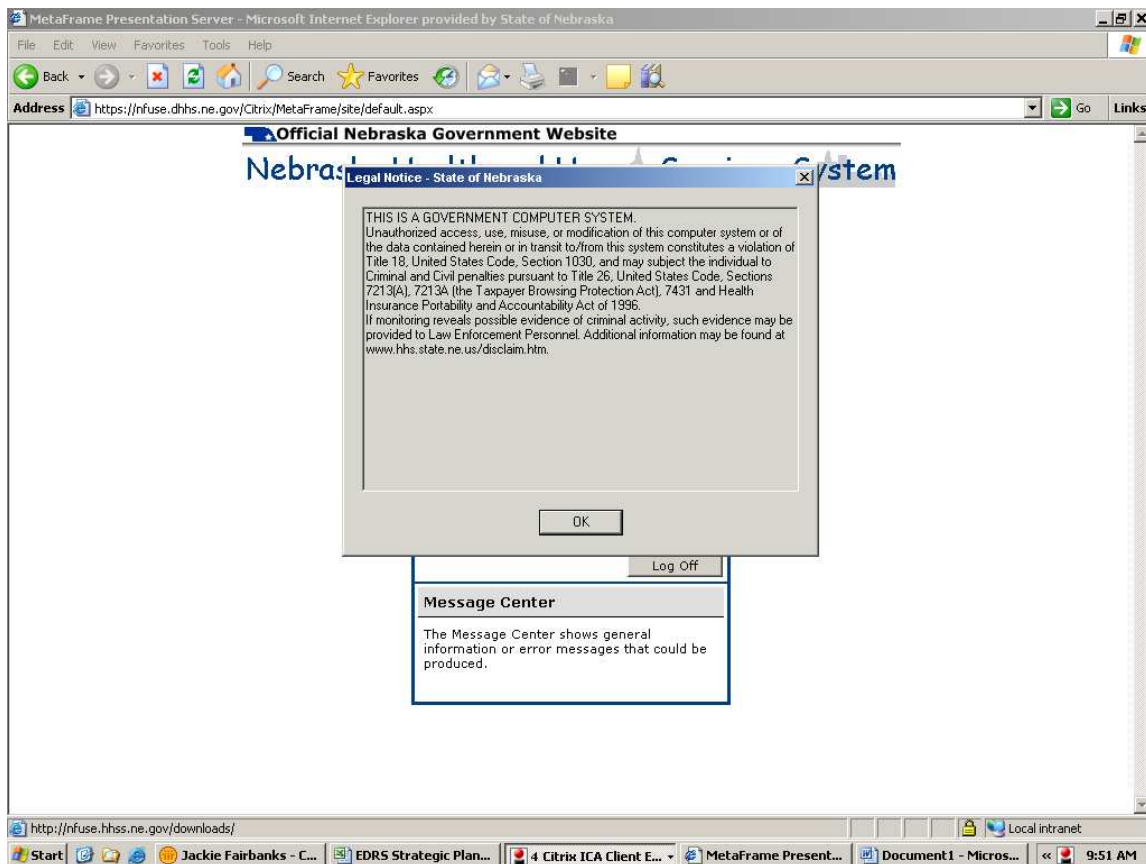


Your ability to change your password is easy – just click on the yellow key.

For security purposes the system will prompt you to change your password every 90 days.

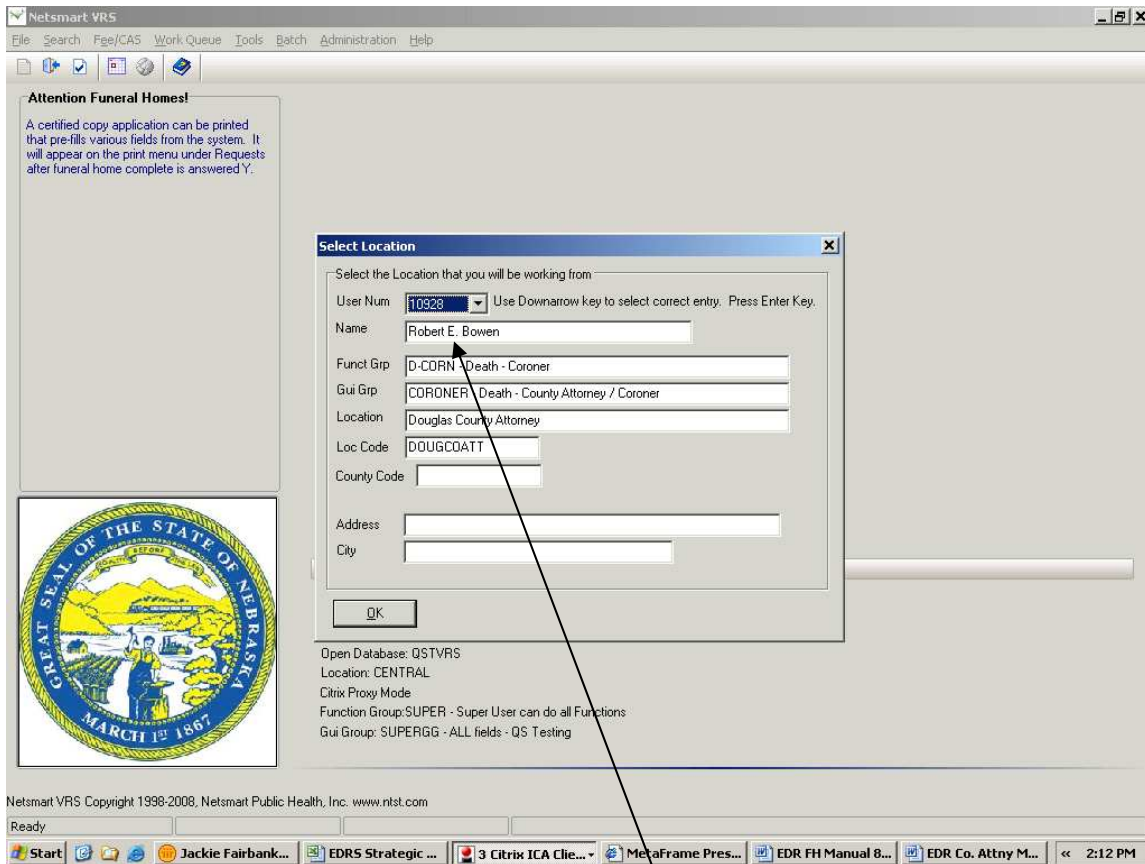


When changing your password enter your old password, then the new password you selected, retype the password to confirm it. Click ok.



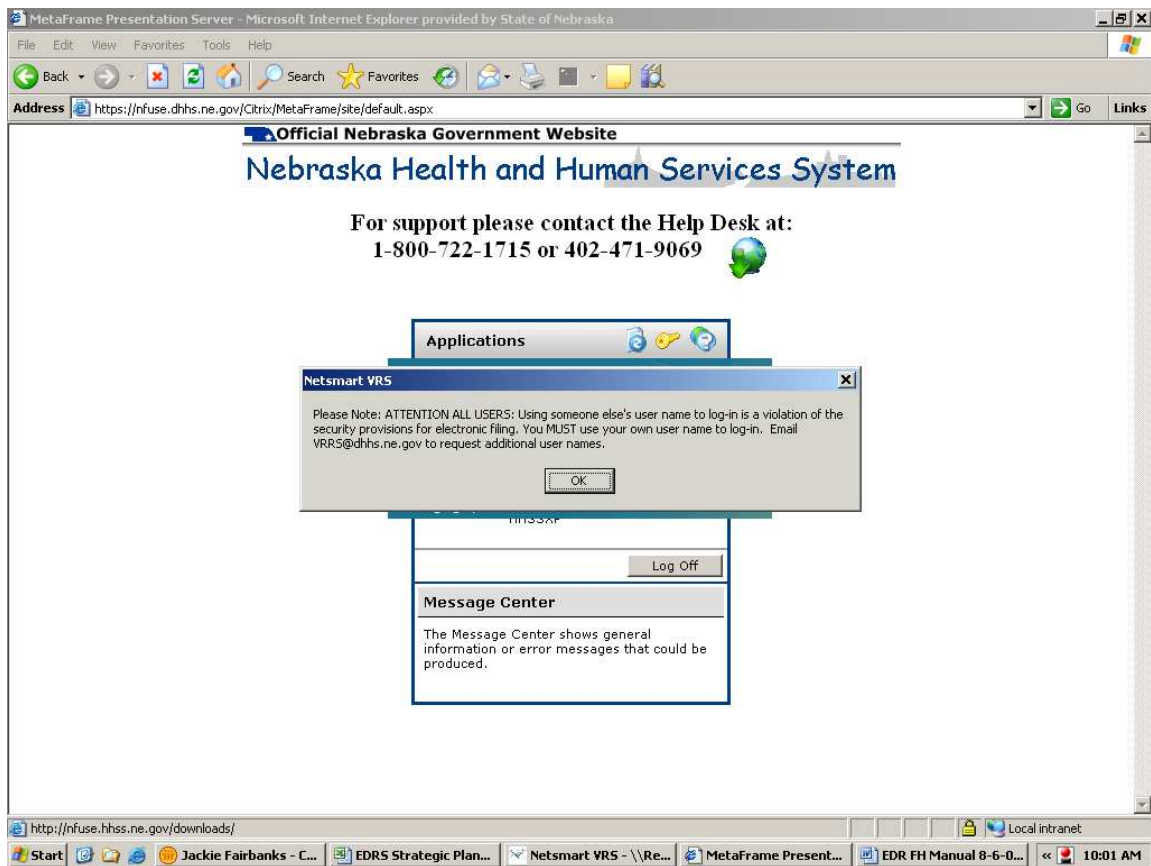
This screen will pop up to let you know that you are using a government computer system. What this means is that all of your records are stored on the state's server. In the event your computer crashes, is stolen, etc. your records are not lost. Once your new computer is set up, all of your records will be restored.

Just click ok here.

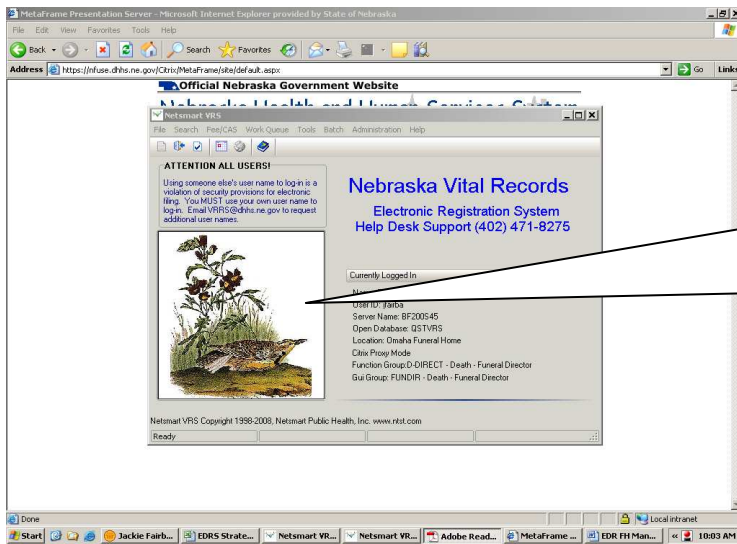


You will only see this screen if you have more than one location. If you do, just select the location you want to work with by clicking on the drop down.

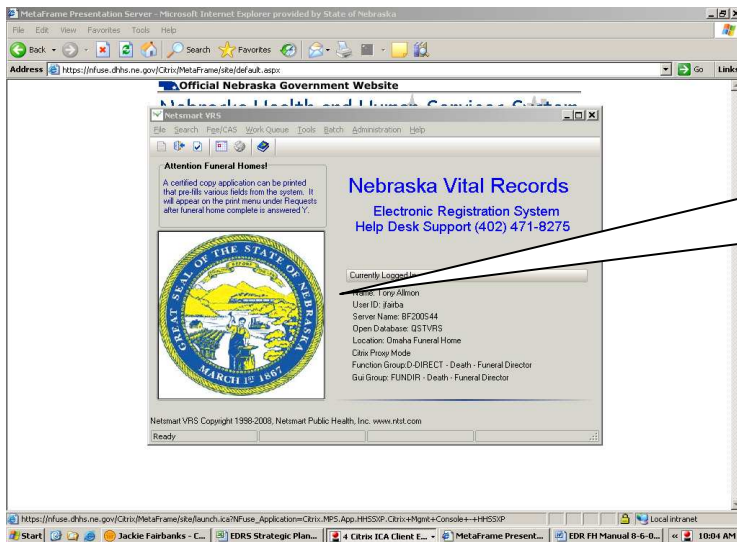
Make sure this location is the one you want to work with.



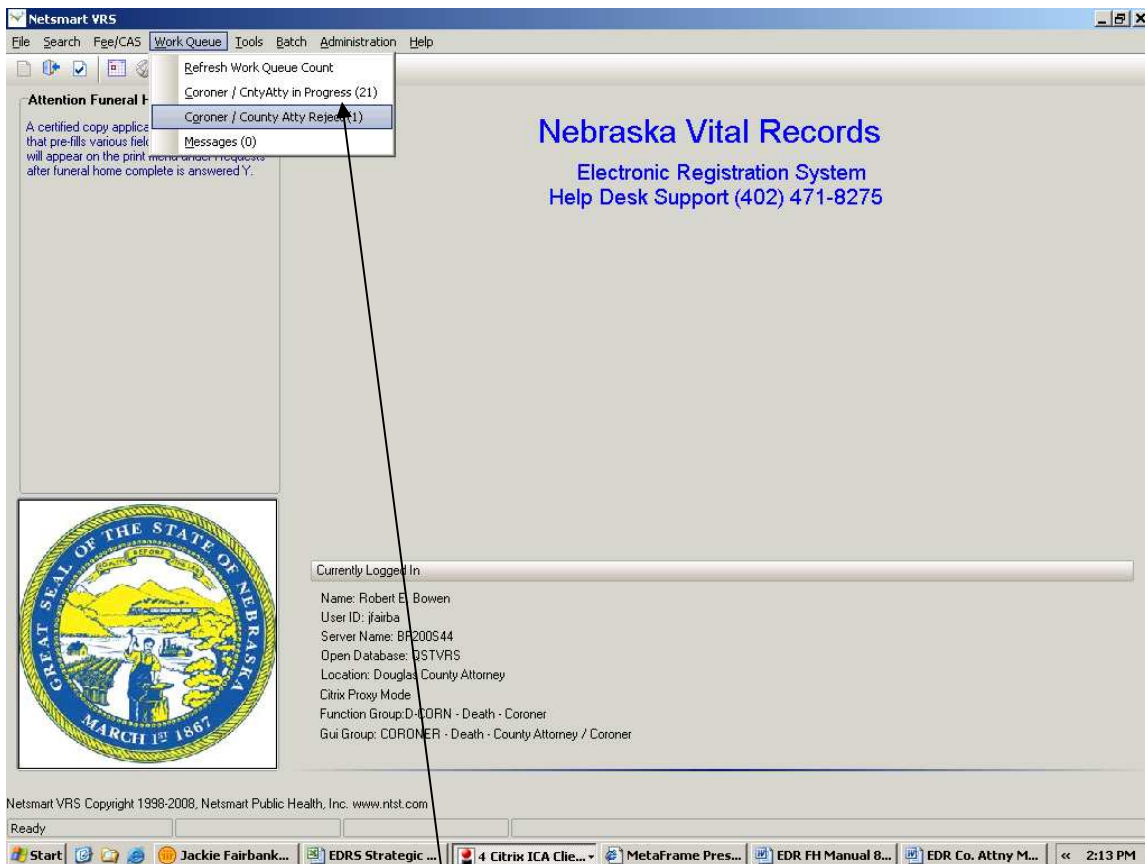
Occasionally, we will broadcast messages to you. Please make sure you read this information.



The picture of the Meadowlark (state bird) is on the production side – ERS II. This is where you will want to be if you are actually working on a record.



For training purposes you will work with the ERS Training icon. This side will have the Great Seal of Nebraska.



When the funeral home has notified you that you have a record to work on, go to your work queue and click on Coroner/CtnyAtty in Progress.

NetSMART VRS

File Search Fge/CAS Work Queue Tools Batch Administration Help

Attention Funeral Homes!

A certified copy application can be printed that pre-fills various fields from the system. It will appear on the print menu under Requests after funeral home complete is answered.

Nebraska Vital Records

NetSMART VRS - Search - DEATH

File Search Requests Work Queue Tools Batch Administration Help

SEARCH CRITERIA					RESULTS (click column title to sort)		
State File Num	Date of Death	Date of Birth	Event Year	Paper/Electronic?	Record Status	First Name	Middle Name
	05/06/2008	01/19/1927	2008	E	NORMAL	James	Allen
	05/13/2008	06/15/1929	2008	E	NORMAL	Florence	Josephine
	01/01/2008	01/01/1908	2008	E	NORMAL	L	Wesley

Search Display Reset/Clear

Records Found: 3

NOTE PRESENT

Citrix Proxy Mode
Function Group: D-CORN - Death - Coroner
Gui Group: CORNER - Death - County Attorney / Coroner

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Ready

Start Jackie Fairbank... EDRS Strategic ... 4 Citrix ICA Clie... MetaFrame Pres... EDR FH Manual 8... EDR Co. Attny M... 2:15 PM

Select the appropriate record by highlighting the record and clicking on display or double clicking on the appropriate record.

NetSMART VRS

File Search Fge/CAS Work Queue Tools Batch Administration Help

Attention Funeral Homes!

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Nebraska Vital Records

NetSMART VRS - Search - DEATH

File Search Requests Work Queue Tools Batch Administration Help

SEARCH CRITERIA					RESULTS (click column title to sort)		
State File Num	Date of Death	Date of Birth	Event Year	Paper/Electronic?	Record Status	First Name	Middle Name
	05/06/2008	01/19/1927	2008	E	NORMAL	James	Allen
	05/13/2008	06/15/1929	2008	E	NORMAL	Florence	Josephine
	01/01/2008	01/01/1908	2008	E	NORMAL	L	Wesley

Search Display Reset/Clear

Records Found: 3

NOTE PRESENT

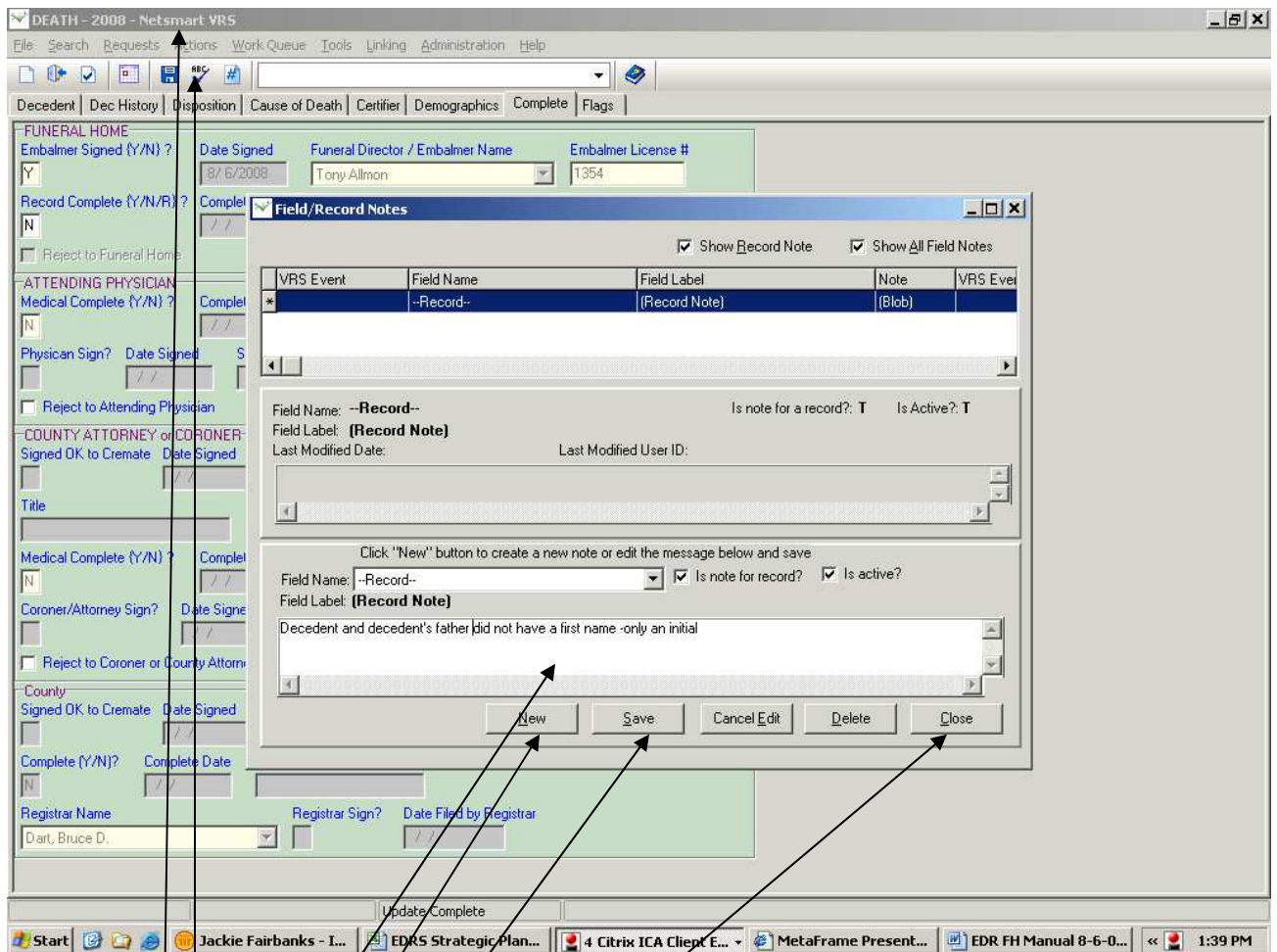
Citrix Proxy Mode
Function Group: D-CORN - Death - Coroner
Gui Group: CORNER - Death - County Attorney / Coroner

NetSMART VRS Copyright 1998-2008, NetSMART Public Health, Inc. www.ntst.com

Ready

Start Jackie Fairbank... EDRS Strategic ... 4 Citrix ICA Clie... MetaFrame Pres... EDR FH Manual 8... EDR Co. Attny M... 2:15 PM

Attention: There is an electronic note on this record. Once you are in the record, go to the Actions tab and select Show Notes to read the message placed there.



You can also place a note on the record by following these steps:

1. Go to the Action tab
2. Select "Show Notes" (Under the Action's tab)
3. Click on "New"
4. Type your note in the opened box
5. Click on Save
6. Click on Close

DEATH - 2008 - Netsmart VRS

File Search Requests Actions Work Queue Tools Linking Administration Help

<No Alerts>

Decedent | Dec History | Disposition | Cause of Death | Certifier | Demographics | Complete | Flags

Pending Investigation ☐

- Cause of Death (Part 1) Enter the chain of events that directly caused death.

a. Immediate Cause (Final disease or condition resulting in Death)

Gunshot Wound To The Head

Approx. Interval - Onset to Death

Immediate

- List Conditions leading to the cause on line A

b. Due to or as a Consequence of

Approx. Interval - Onset to Death

c. Due to or as a Consequence of

Approx. Interval - Onset to Death

d. Due to or as a Consequence of

Approx. Interval - Onset to Death

- Cause of Death (Part 2)

Other significant conditions contributing to death:

Hemophilac

- Cause of Death (cont)

Female Pregnant

B. NOT APPLICABLE

Manner of Death Was Medical Examiner or Coroner Contacted? Autopsy?

ACCIDENT Y Y

Were Autopsy Findings Available to Complete Cause of Death?

Y

Injury

If you cannot determine the cause of death and are waiting for test results, check the pending investigation box, and save the record. This will file the fact of death with the state so that you meet the statutory requirements. We will then reject the record back to you to complete once you have the rest results.

DEATH - 2008 - Netsmart VRS

File Search Requests Actions Work Queue Tools Linking Administration Help

<No Alerts>

Decedent | Dec History | Disposition | Cause of Death | Certifier | Demographics | Complete | Flags

- Cause of Death (Part 2)

Other significant conditions contributing to death:

Hemophilac

- Cause of Death (cont)

Female Pregnant

B. NOT APPLICABLE

Manner of Death Was Medical Examiner or Coroner Contacted? Autopsy?

ACCIDENT Y Y

Were Autopsy Findings Available to Complete Cause of Death?

Y

Injury

Transportation Injury? If Transportation Injury

N

Date of Injury Known? Date of Injury Time of Injury am/pm

Y 01/01/2008 12:00 Midnight

Place of Injury Injury at work?

Decedent's Home N

Describe how Injury occurred

Decedent was clearing his gun

Address of Injury

825 F Street

State

Nebraska

City Zipcode

Lincoln 68501

You will begin by entering cause of death and interval to onset of death. You can enter up to 4 causes but you must enter at least one.

Because this manner of death was an accident, injury questions must be answered.

DEATH - 2008 - Netsmart VR5

File Search Requests Actions Work Queue Tools Linking Administration Help

<No Alerts>

Decedent | Dec History | Disposition | Cause of Death | Certifier | Demographics | Complete | Flags

Assigned To
 Certifier Type: County Attorney Name: Jeff Hill
 Location: SCOTT'S BLUFF
 Preferred Method of Contact: Phone: (308)436-5615 Extension: Fax: (308)436-5496
 Email: jhill@scottssbluffcounty.org

Attending Physician
 Date of Death: 01/01/2008 Time of Death: am/pm

Coroner/County Attorney
 Time of Death: 12:30 am/pm AM ☒ Approximate? Pronounced Dead: 01/02/2008 Time Pronounced: 12:30
 am/pm: AM

Death
 Tobacco Contribute? N Has Organ or T... Has Consent been considered? Y Was Consent Granted? Y

Certifier
 Name of Certifier: Title:
 License Number:
 Address: City: State: Nebraska Zip:

Start 2 Citrix ICA Clie... MetaFrame Pres... EDR FH Manual 8... EDR Co. Attny M... 2:21 PM

You can check approximate if you do not know the time of death.

DEATH - 2008 - Netsmart VR5

File Search Requests Actions Work Queue Tools Linking Administration Help

<No Alerts>

Decedent | Dec History | Disposition | Cause of Death | Certifier | Demographics | Complete | Flags

-FUNERAL HOME

Embalmer Signed (Y/N) ? ☒ Date Signed 08/06/2008 Funeral Director / Embalmer Name Tony Allmon Embalmer License # 1354

Record Complete (Y/N/R) ? ☒ Complete Date / / Record Completed by Fun Home License # 9999

-ATTENDING PHYSICIAN

Physician Sign? ☐ Date Signed / / Signed By

-COUNTY ATTORNEY or CORONER

Signed OK to Cremate ☒ Date Signed 8/ 6/2008 OK to Cremate Signed By Jeff Hill

Title Scotts Bluff Deputy County Attorney

Medical Complete (Y/N) ? ☒ Complete Date 8/ 6/2008 Completed by Jeff Hill

Coroner/Attorney Sign? ☒ Date Signed 8/ 6/2008 Signed By Jeff Hill

☐ Object to Coroner or County Attorney

County

Signed OK to Cremate ☐ Date Signed / / Signed By Title

Registrar Name Dart, Bruce D. Registrar Sign Date Filed by Registrar

After you have completed the record, you can check the “OK to Cremate box”, “Medical Complete box”, and “County Attorney Sign” box. Then save the record. This will allow the funeral director to print the Cremation Permit and send the record on to the State.

DEATH - 2008 - Netsmart VRS

File Search Requests Actions Work Queue Tools Linking Administration Help

Decedent: C

Print: D Office Copy Legal Size

Print: D Office Copy Letter Size

Print: D Office Copy Statistical Page

Print: D Worksheet

Record Complete (Y/N)? Complete Date Record Completed by Fun Home License #

N / / / 9393

FUNERAL

Embalmer Sign

Director / Embalmer Name Embalmer License #

ion 1354

ATTENDING PHYSICIAN

Physician Sign Date Signed Signed By

/ /

COUNTY ATTORNEY or CORONER

Signed OK to Cremate Date Signed OK to Cremate Signed By

8/6/2008 Jeff Hill

Title

Scotts Bluff Deputy County Attorney

Medical Complete (Y/N)? Complete Date Completed by

Y 8/6/2008 Jeff Hill

Coroner/Attorney Sign? Date Signed Signed By

Y 8/6/2008 Jeff Hill

Reject to Coroner or County Attorney

County

Signed OK to Cremate Date Signed Signed By Title

/ /

Registrar Name Registrar Sign? Date Filed by Registrar

Dart, Bruce D. / /

You can print a copy of the certificate for your records by:

1. Clicking on the request tab
2. Clicking on either the Office Copy Legal Size or Office Copy Letter Size

Print Preview 120% 1 Close

CAUSE OF DEATH (See instructions and examples)

16. PART I. Enter the <u>cause of death</u> - disease, injury, or complication that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without knowing the etiology. DO NOT ABBREVIATE either on; one cause on a line. Add additional lines if necessary:		APPROXIMATE INTERVAL
IMMEDIATE CAUSE (final disease or condition resulting in death)	IMMEDIATE CAUSE: a) Gunshot Wound To The Head	onset to death Immediate
Secondary; list conditions, if any, leading to the cause listed on line 16a	DUE TO, OR AS A CONSEQUENCE OF: b)	onset to death
Enter the UNDERLYING CAUSE (disease or injury that initiated the events resulting in death) LAST	DUE TO, OR AS A CONSEQUENCE OF: c)	onset to death
	DUE TO, OR AS A CONSEQUENCE OF: d)	onset to death

18. PART II. OTHER SIGNIFICANT CONDITIONS-Conditions contributing to the death but not resulting in the underlying cause given in Part I. (e.g., Hemophilia)

20. IF FEMALE:
☐ Not pregnant within past year
☐ Pregnant at time of death
☐ Not pregnant, but pregnant within 42 days of death
☐ Not pregnant, but pregnant 43 days to 1 year before death
☐ Unknown if pregnant within the past year

21a. MANNER OF DEATH
☐ Natural ☐ Homicide
☒ Accident ☐ Pending investigation
☐ Suicide ☐ Could not be determined

21b. IF TRANSPORTATION INJURY:
☐ Driver/Operator
☐ Passenger
☐ Pedestrian
☐ Other (Specify):

21c. WAS AN AUTOPSY PERFORMED?
☒ YES ☐ NO

21d. WERE AUTOPSY FINDINGS AVAILABLE TO COMPLETE CAUSE OF DEATH?
☒ YES ☐ NO

22a. DATE OF INJURY (Mo., Day, Yr.)
January 1, 2008

22b. TIME OF INJURY
12:00 AM

22c. PLACE OF INJURY-At home, farm, street, factory, office building, construction site, etc. (Specify)
Decedent's Home

22d. INJURY AT WORK?
☐ YES ☒ NO

22e. DESCRIBE HOW INJURY OCCURRED
Decedent was cleaning his gun

22f. LOCATION OF INJURY - STREET & NUMBER, APT. NO. CITY/TOWN STATE ZIP CODE
 825 F Street, Lincoln Nebraska 68501

23a. DATE OF DEATH (Mo., Day, Yr.)

23b. DATE SIGNED (Mo., Day, Yr.)

23c. TIME OF DEATH

23d. To the best of my knowledge, death occurred at the time, date and place and due to the cause(s) listed. (Signature and Title)
 Jeff Hill, Scotts Bluff Deputy County Attorney

24a. DATE SIGNED (Mo., Day, Yr.)
August 6, 2008

24b. TIME OF DEATH
Approx. 12:30 AM

24c. PRONOUNCED DEAD (Mo., Day, Yr.)
January 2, 2008

24d. TIME PRONOUNCED DEAD
12:30 AM

24e. On the basis of examination and/or investigation, in my opinion death occurred at the time, date and place and due to the cause(s) listed. (Signature and Title)
 Jeff Hill, Scotts Bluff Deputy County Attorney

25. DID TOBACCO USE CONTRIBUTE TO THE DEATH?
☐ YES ☒ NO ☐ PROBABLY ☐ UNKNOWN

26a. HAS ORGAN OR TISSUE DONATION BEEN CONSIDERED?
☒ YES ☐ NO

26b. WAS CONSENT GRANTED?
 Not Applicable if 26a is NO ☒ YES ☐ NO

27. NAME, TITLE AND ADDRESS OF CERTIFIER (PHYSICIAN, CORONER'S PHYSICIAN OR COUNTY ATTORNEY) (Type or Print)
 Jeff Hill, Scotts Bluff Deputy County Attorney, 1725 10th Street, Gering, Nebraska, 69341

28a. REGISTRAR'S SIGNATURE

28b. DATE FILED BY REGISTRAR (Mo., Day, Yr.)

Page 1 of 1

Start Jackie Fairbank... EDRS Strategic... 2 Citrix ICC Clie... MetaFrame Pres... EDR FH Manual 8... EDR Co. Attny M... 2:28 PM

To review the record:

- Select one of these four options to change the size of the document
- If everything is ok you can print by clicking on the print icon
- If you do not want to print at this time you can close out by clicking on the close button or the X

DEATH - 2008 - Netsmart VRS

File Search Requests Actions Work Queue Tools Linking Administration Help

Death

Dec Message System Position Cause of Death Certifier Demographics Complete Flags

FUNERAL HOME

Embalmer Signed (Y/N) ? ☒ Y Date Signed 8/6/2008 Funeral Director / Embalmer Name Tony Allmon Embalmer License # 1354

Record Complete (Y/N/R) ? ☒ N Complete Date / / Record Completed by Fun Home License # 9999

☐ Reject to Funeral Home

ATTENDING PHYSICIAN

Medical Complete (Y/N) ? ☒ N Complete Date / / Completed by

Physician Sign? ☐ Date Signed / / Signed By

☐ Reject to Attending Physician

COUNTY ATTORNEY or CORONER

Signed OK to Cremate ☐ Date Signed / / OK to Cremate Signed By

Title

Medical Complete (Y/N) ? ☒ N Complete Date / / Completed by

Coroner/Attorney Sign? ☐ Date Signed / / Signed By

☐ Reject to Coroner or County Attorney

County

Signed OK to Cremate ☐ Date Signed / / Signed By Title

Complete (Y/N)? ☒ N Complete Date / / Completed by

Registrar Name Dart, Bruce D. Registrar Sign? ☐ Date Filed by Registrar / /

Update Complete

Start Jackie Fairbanks - In... EDRS Strategic Plann... 4 Citrix ICA Client E... MetaFrame Presenta... EDR FH Manual 8-6-0... 1:59 PM

You can search for the record at any time by clicking on search and death.

Netsmart VRS - Search - DEATH

File Search Requests Work Queue Tools Batch Administration Help

SEARCH CRITERIA RESULTS (click column title to sort)

State File Number

Search Options: USE ? for Help. Wildcards are % and _
 Use .D for descending. Also < > >= <= <> NULL
 Example: <>NULL - Not Null. Between function: (ABC+XYZ)
 List functions: IN(a+b+NULL), NOTIN(q+r+s+t)

Date of Death Date of Birth Year of Death Paper/Electronic? Record Status

First Name Middle Name Last Name Suffix Soundex Code

Certifier Assigned Dr Sign? Coroner/Attorney Sign?

Certifier Type

Alias First Name Alias Middle Name Alias Last Name

Funeral Home Place of Death County

Social Security Number Alert Count Date of Death (String) Funeral Home Complete? Date Created County Complete? Dr Complete? C.A. / Coroner Complete ?

Search Display Reset/Clear

Start Jackie Fairbanks - In... EDRS Strategic Plann... 4 Citrix ICA Client E... MetaFrame Presenta... EDR FH Manual 8-6-0... 2:01 PM

Enter enough information on this screen to identify the record you are searching for.

Netsmart VRS - Search - DEATH

File Search Requests Work Queue Tools Batch Administration Help

SEARCH CRITERIA RESULTS (click column title to sort)

State File Num	Date of Death	Date of Birth	Event Year	Paper/Electronic?	Record Status	First Name	Middle Name	Last Name	Suffix	Soundex Code	Certifier Assigned	Dr Sign?
	01/01/2008	01/01/1908	2008	E	NORMAL	L	Wesley	Jones		J520	Jeff Hill	

Search Display Reset/Clear

Records Found 1 NOTE PRESENT

Start Jackie Fairbanks - In... EDRS Strategic Plann... 4 Citrix ICA Client E... MetaFrame Presenta... EDR FH Manual 8-6-0... 2:01 PM

Double click on the record or highlight the record and click display to bring the record up. From the search option you can print or review the record.

If you have any questions, please do not hesitate to call:

Questions on what to put in a field:

Debra Firman, Nosologist.....402-471-0912

Christine Noren, Nosologist.....402-471-0912

Questions on how to enter a record:

Help Desk Phone.....402-471-8275

Jackie Fairbanks, Registration Supervisor.....402-471-0919

Jerry Fischer, Program Analyst.....402-471-0916

Joe Boone, Applications Support.....402-471-0210

State Holidays

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Arbor Day	Last Friday in April
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday following Thanksgiving
Christmas Day	December 25

Note: If the holiday falls on a Saturday, then Help Desk staff and Vital Records staff are not available on Friday. If the holiday falls on a Sunday, then Help Desk staff and Vital Records staff are not available on Monday.